Clallam Transit System
830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
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(360) 452-4511

February 22, 2018

PARATRANSIT DRIVER
RECRUITMENT ANNOUNCEMENT NO. PTD-022018

POSITION OVERVIEW

Located in Port Angeles, Washington PARATRANSIT DRIVERS provide critical services to people in need, in Clallam County. Clallam Transit System (CTS) offers competitive wages and benefits. The complete position description is available at http://www.clallamtransit.com/About-Us/Employment-Opportunities.

In addition, please review the following important information as it highlights the compensation, benefits, and working conditions/expectations for this position.

RECRUITMENT PERIOD

Open: February 22, 2018. Close: March 8, 2018.

HOURS OF WORK/BENEFIT LEVELS

(subject to change upon ratification and Board-approval of a new labor agreement)

- On-Call Status: In accordance with the labor agreement by and between Clallam Transit System and Amalgamated Transit Union (ATU) Local 587, PARATRANSIT DRIVERS are expected to work up to 35 hours per week. May/not be regularly scheduled to work on a weekly basis. Hours may increase for short periods of time due to staffing shortages.

- Wages: training period: **$11.50 per hour** (duration dependent upon successful applicant's experience). Completion of training/benefits eligible: **$11.59 per hour**. Completion of six-month probationary period: **$12.19 per hour**. Completion of one year of service: **$13.75 per hour;** with annual step increases up to a maximum of **$17.42 per hour**.

- Benefits: Healthcare coverage offered for employees and qualifying dependents at the completion of the training period. Participation in the Public Employees Retirement System (PERS). Additional benefits become available with part-time/full-time employment status.

REQUIRED QUALIFICATIONS

- Valid Washington State Driver's License.
- Good oral and written communication skills.
- Able to work effectively with other employees and the general public, including the elderly and disabled.
- Possess and maintain a driving record that is acceptable to CTS.
- Able to report to work on time as scheduled.
- Able to work a variable shift according to work assignments.
- Basic computer skills.

DESIRED QUALIFICATIONS

- High school diploma or recognized equivalency.
- Experience working with the elderly and disabled.
- Prior public transportation experience.

PHYSICAL DEMANDS

- Able to obtain and maintain a U.S. Department of Transportation Medical Certification.
- Physically capable of operating paratransit vehicles.
- Assist elderly passengers and persons with disabilities with loading/unloading, and securement of wheelchairs within established safety procedures.
- Physically evacuate passengers in emergency situations.
- Spend approximately 60% of working hours sitting and operating a paratransit vehicle.
- Periodic standing to assist passengers.
- Moderate lifting, bending, and crouching may be required to assist passengers in boarding and exiting vehicle, including carrying packages and lifting wheelchairs weighing up to 50 lbs.
- Loading/unloading and pushing/pulling occupied wheelchairs without assistance (with assistance if there is more than one step).
- Must be able to reach and stretch to do pre/post check of vehicle, adjust mirrors and operate radio in adverse weather conditions and/or vehicular traffic.

PRE-EMPLOYMENT DRUG TESTING

This position is designated as safety-sensitive. If you are offered and accept an offer of employment, you will be required to undergo a drug test under the authority of the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) prior to being hired or transferred into a safety-sensitive position as defined in CFR Part 655[1].

APPLICATION PROCESS

Please visit our website at http://www.clallamtransit.com/About-Us/Employment-Opportunities to review the complete position description and to obtain the required application documents to be completed and submitted for consideration. The required application documents include the **CTS Employment Application, resume, cover letter, and the Paratransit Driver Willingness Questionnaire.**

Please note that communications regarding your application status will be primarily through email so be sure to check your email often (including your spam folder). Upon review of your information, you will be contacted, via email, with a status update. CTS thanks you for your interest!

SELECTION PROCESS

Successful applicant(s) must pass and/or complete:

- CTS Employment Application;
- Paratransit Driver Willingness Questionnaire;
- Employment testing;
- Panel interview;
- Pre-employment drug screening;
- Physical examination;
- Criminal background check;
- Driving record check; and
- Employer reference checks.

CLALLAM TRANSIT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

[1] A safety-sensitive function, as described in 49 CFR Part 655 Section 655.4, includes: (1) operating a revenue service vehicle; (2) operating a non-revenue service vehicle, when required to be operated by a CDL holder; (3) controlling dispatch or movement of a revenue service vehicle; (4) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; or (5) carrying a firearm for security purposes.

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PARATRANSIT DRIVER WILLINGNESS QUESTIONNAIRE

Applicant Name (last name, first name - please print)

Date

PARATRANSIT DRIVERS are responsible for operating paratransit vehicles that provide door-to-door service for eligible passengers to various destinations within the service area of Clallam Transit System (CTS). PARATRANSIT DRIVERS will assist wheelchair riders and will provide support to ambulatory riders who need assistance.

WORKING CONDITIONS/EXPECTATIONS OF EMPLOYMENT

PARATRANSIT DRIVERS are expected to understand and adhere to the working conditions and expectations, including but not limited to the following:

- Possess and maintain a valid Washington State Driver's License.
- Satisfactorily complete a six-month probationary period.
- Work in a safety-sensitive position subject to random testing under the CTS Drug and Alcohol-free Workplace Policy.
- Obtain and maintain a U.S. Department of Transportation (DOT) Commercial Driver's Medical Certification.
- Attend training and orientation courses as scheduled.
- Satisfactorily complete training and orientation courses.
- Work hours in the designated work week; Monday through Saturday.
- Work variable hours according to work assignments.
- Work assignments are determined by a seniority bid system.
- Split shifts, weekends, holidays, and/or night work may be required.
- Wear clean CTS uniform while on duty.
- Maintain good grooming standards.
- While driving, may be exposed to hazards related to adverse weather conditions or vehicular traffic.
- On-Call, Part-Time and Full-Time PARATRANSIT DRIVERS are to become members of the Amalgamated Transit Union (ATU) Local 587 and remain members in good standing.

HOURS OF WORK/BENEFIT LEVELS

Because the position of PARATRANSIT DRIVER has multiple employment statuses and related compensation/benefit packages, please review each definition carefully.

Training Period: During the training period, Paratransit Drivers are hired as temporary, non-represented employees who are not eligible for benefits other than those that are mandated by statute. Then upon successful completion of their training, will advance to On-Call status.

On-Call: Substitute who may or may not be regularly scheduled to work on a weekly basis, but are expected to work up to 35 hours per week. Hours may increase for short periods of time due to staffing shortages and to cover shifts of full/part-time drivers. **Benefits Offered**: Under the labor agreement for Paratransit employees, eligible for health care coverage and participation in PERS, provided the employee meets the specific plan requirements and pays the employee share of the premiums/contributions.

Part-Time: Regularly scheduled to work no less than 20 hours per workweek, but less than 35 hours. **Benefits Offered**: Under the labor agreement, eligible for health care coverage and participation in PERS, provided the employee meets the specific plan requirements and pays the employee share of the premiums/contributions.

Full-Time: Regularly scheduled to work 35 or more hours in a workweek. **Benefits Offered:** Eligible for all benefits under the labor agreement for Paratransit employees.

APPLICANT ACKNOWLEDGEMENT

It is important to understand that PARATRANSIT DRIVERS' employment status begins with On-Call (after training is complete) then progresses to Part-Time/Full-Time. Upward movement is based upon vacancies and bidding by seniority.

Upon review of the employment statuses and benefits outlined above, by checking the appropriate box(es), I am willing to accept the following type(s) of employment as a PARATRANSIT DRIVER, if an offer of employment is made.

- ☐ On-Call
- ☐ Part-Time
- ☐ Full-Time

I understand that new CTS PARATRANSIT DRIVERS are hired as On-Call status (depending upon vacancies and operational needs) and promote to Part-Time/Full-Time positions as vacancies occur and the outcome of seniority-based bidding.

- ☐ *Yes*
- ☐ *No*

I have reviewed the PARATRANSIT DRIVER position description and the working conditions/expectations of employment (as outlined above).

- ☐ *Yes*
- ☐ *No*

I am able to, with or without accommodation, meet all of the job requirements and perform the duties as described in the PARATRANSIT DRIVER position description and recruitment announcement.

- ☐ *Yes*
- ☐ *No*

I acknowledge that I have read and understood all of the above information.

Applicant Signature